

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Joint Force Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

1 August 2014

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-089**

**POSITION:** Human Resources Assistant (Military) (D1628000) (GS-0203-05/06/07) EXCEPTED POSITION

**LOCATION:** 265th Combat Communications Squadron, South Portland, Maine

**SALARY RANGE:**

\$31,628 to \$41,122 per annum GS-05

\$35,256 to \$45,828 per annum GS-06

\$39,179 to \$50,932 per annum GS-07

**CLOSING DATE:** 26 August 2014

**AREA OF CONSIDERATION:**

**AREA I:** All permanent and indefinite Enlisted (**E7 and Below**) Technicians in the Maine Air National Guard.

**AREA II:** All Enlisted (**E7 and Below**) of the Maine Air National Guard.

**PERMANENT CHANGE OF STATION (PCS):** PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

**DUTIES:** See attached duties and responsibilities.

**QUALIFICATIONS:** This position may be filled at the GS-05, GS-06 or GS-07 grade. If filled at the GS-05 or GS-06 grade, the individual selected may be promoted to the next higher grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must show how they meet the General and Specialized Experience and other requirements listed below; otherwise, the applicant may lose consideration for this job.

**GENERAL EXPERIENCE:** Clerical or administrative experience, education, and/or training which provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

**SPECIALIZED EXPERIENCE:** Must have six (6) months experience for the GS-05 level, nine (9) months experience for the GS-06 level, or twelve (12) months experience for the GS-07 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-05

1. Ability to examine reports, forms and other documents to insure completeness and conformity to policy and procedures.
2. Ability to explain information verbally and to prepare routine correspondence.
3. Ability to apply rules/regulations to personnel actions.
4. Ability to understand a military organization and its functions.

GS-06

1. Knowledge of laws, rules, regulations and precedents relating to military personnel programs.
2. Skill in oral and written communication in expressing and securing information.
3. Ability to interpret and apply rules and regulations.
4. Knowledge of military organizational structure.

GS-07

1. Ability to analyze, coordinate, and gather facts pertaining to specific military personnel transactions.
2. Skill in oral and written communication in expressing and securing information.
3. Ability to interpret and apply rules and regulations.
4. Knowledge of military organizational structure.

**COMPATIBILITY CRITERIA:** AFSC: 3S0X1, 3S2X1, 3S3X1

**NOTE:** Personnel who do not possess any of these AFSC's must be prepared to attend the appropriate school.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:**

A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in the fields directly related to the type of work

of the position. (i.e. English composition, speech, journalism, or other courses pertinent to skill in written or oral communication). **Must provide copy of transcript to receive substitution of education.**

**INCENTIVE PROGRAM:** Non-Technician Maine National Guard personnel who are participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped when employed as a permanent military Technician.

**HOW TO APPLY:** Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. No special forms are required. Applications must be forwarded Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: [ng.me.mearng.list.hro-applications@mail.mil](mailto:ng.me.mearng.list.hro-applications@mail.mil)

**APPOINTMENT:** Selectee will be required to participate in direct Deposit/Electronic Funds Transfer as a condition of employment. The adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017/COM (207) 626-6017 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY  
MSG, MEARNG  
Human Resources Specialist  
(Recruitment & Placement/Compensation)



## INTRODUCTION

This position is located within the Air National Guard at a Geographically Separated Unit (GSU), but not collocated with the Military Personnel Flight (MPF) and reports directly to the Commander or Detachment Commander. The purpose of this position is to organize, develop, and administer locally authorized military human resources actions for the unit and to provide counseling and assistance to assigned personnel and their dependents. Forwards additional human resources actions to appropriate host Military Personnel Flight (MPF). This position may be tasked to perform a variety of administrative and other duties that support the military human resources function.

This position requires military membership. It is designated for Air National Guard enlisted incumbency only. In accordance with AFMAN 36-2108, incumbent performs duties necessary to accomplish human resources/customer support functions in support of programs essential to state Air National Guard daily operations, training, and readiness missions.

## DUTIES

--Provides advice, counsel, and assistance to the commander/detachment commander and unit staff pertaining to military human resources administration. Understands, interprets, and implements service major command, national guard, and state regulations, instructions, policies and precedents pertaining to the full range of human resources actions.

--Plans, organizes, and administers the military human resources program for the unit. Oversees the staffing, classification, assignment, and utilization of personnel in accordance with programmed manning documents. Accomplishes a variety of military human resources transactions which may include appointments, enlistments, re-enlistments, separations, promotions, awards and decorations, duty assignments, transfers, officer and enlisted evaluations, security clearances, retirements, casualty affairs, weight management program, fitness program, payroll actions, etc. and forwards actions to the MPF. Ensures that all required supporting data is included to allow reconstruction of historical data and completion of human resources actions. Provides assistance and guidance to personnel at higher levels tasked with completing such transactions. As required, performs work relating to unit deployment requirements including establishment of deployment folders, passports, publication of special orders, etc.

--Provides counseling to current and potential members. Provides information to members on benefits and entitlements, career and incentive programs, retirement, and other benefits. Provides assistance to dependents concerning benefits and entitlements. Ensures all necessary application forms are completed and forwarded to the host MPF and Retention Office Manager (ROM) for processing. Performs all military human resources work relating to unit deployment requirements including address changes, passport applications, and unit Personnel Deployment Function (PDF).

--Coordinates, administers and reports weight management and fitness testing, including developing a system for changes within the fitness testing requirements. Serves as medical liaison for military readiness issues.

--Administers and coordinates the Full Time Unit Support (FTUS) and Active Guard Reserve human resources (AGR) programs actions. Ensures communication and education of assigned unit members on various programs changes. Provides technical assistance to employees and supervisors concerning FTUS programs. Verifies/manages the Unit Manpower Document (UMD) and Fulltime Support Personnel Manpower Document for discrepancies and reports all findings to the Commander/Detachment Commander for resolution.

--Provides assistance on various accounting and finance issues to assist members in military pay and military travel pay issues, problems, and matters relative to temporary duty, basic military training, technical training, annual training, special training, and other active duty requiring special orders. Serves as certifying official for military pay and allowances.

--GSU Point of Contact (POC) for issues or problems related to TRICARE and other benefits that require real time automated personnel identification system (RAPIDS) and defense enrollment/eligibility reporting systems (DEERS) processing, administration or maintenance. Provides assistance to dependents concerning benefits and entitlements. Contacts the Host MPF or medical squadron when necessary.

--Develops, establishes, and maintains work center training programs. Plans and schedules tasks and training activities for traditional status guard members. Oversees and conducts on-the-job training (OJT) for personnel. Creates and develops lesson plans. Ensures availability of facilities and training aids. Monitors the training status of personnel and ensures that supplemental and/or remedial training is accomplished. Incumbent is responsible for mobilization and deployment readiness of section personnel and equipment.

--Oversees one or more traditional guard members.

--As required, performs Staff Visits (SV).

--Performs other duties as assigned.